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Minutes 10/15/2012

Arlington Cultural Council

Minutes of Monday, October 15, 2012 Meeting

Robbins Library, 4th Floor Conference Room, 7:30 p.m.

Present: Margaret (Margo) Barrett, Karin Blum Eliza Burden, Kurt Fusaris, Wendy Glaas, Becky Holmes-Farley, Maggie Husak, Stephanie Marlin-Curiel, Margaret Moore, Scott Samenfeld and Martha Sheehan

At 7:32 p.m. the meeting was called to order. New members, Maggie Husak and Margaret Moore were welcomed to the Council.

ITEM 1 Approval of September Minutes

The Minutes were reviewed. Stephanie requested that, under item 6, the wording be changed to "it is expected that you will spend no more than 20% (deleting 20-25%) of the MCC allocation on such an event. With this change, a motion was made (and seconded) that the Minutes be Approved as Amended and they were APPROVED unanimously.

ITEM 2 Requests for Payment and Report on Outstanding Grants

Eliza reported that there were no requests for payment in the mailbox.

Margo Barrett arrived at 7:36 p.m.

Outstanding Grants

- 2012-01 Arlington Enrichment Collaborative, Ottoson Zen Garden. Eliza has been to see the Garden and took a photo of it that she will circulate
- 2012-06 EcoFest Rain Garden Signage. Eliza reported that they are still working on this.
- 2012-07 Old Schwamb Mill, Ottoson Tech. Class visits. Scott talked with them and they have one more session to go.
- 2012-09 Cantilena, Inc. An American Christmas CD Eliza reported that this would be released in early December.
- 2012-10 Writing it Down #5, Center for Cancer Support and Education. Becky reported that she heard back from CCSE shortly after our last meeting. They continue their work on the project.
- 2012-12 Garden Under the Oak, Chris Kolb/ Eliza reported that this had still not been scheduled and her inquiries have not been responded to. She is concerned about whether this will be completed.
- 2012-14 Meet Julia Child, Delvena Theater Project. Margo believes that the presentation will take place sometime in November - maybe November 11th. She will check on this.

- 2012-15 Jam'n Java Open Mic. Stephanie reported that she observed one of the posters that was made with their grant monies was up during an ACA event and it had a prominent ACC logo on it.
- 2012-16 Just a Minute Festival by Don Daniel. It was reported that this had been scheduled for later this month. Kurt will follow-up to learn more specifics.
- 2011-09 Arlington and the Cultural Renaissance by the Cyrus Dallin Art Museum and the Arlington Historical Society. This grant award is from 2011 and they have been granted extensions before. They are committed to completing the project but have had various delays and now hope to have the booklet printed for the 100th anniversary of the Town Hall and Robbins Memorial Park. There was a discussion about whether to rescind the funds since they just seem unable to make progress on it. A vote was taken to rescind the funds and this action was APPROVED unanimously.
- Completed project, 2011-13 Aine Minogue's Celtic Lullabies. Margo shared with the Council that Aine Minogue recently received a Parent's Choice award for all age groups. Eliza suggested that we might look into nominating her for a Gold Star Award. And, later in the meeting, a Motion was made that we nominate Aine Minogue for a Gold Star Award. Said motion was seconded and APPROVAL was given unanimously.
- After a discussion, it was decided that Karin will send out hard copies of any letters in which we rescind previously granted funds. Stephanie thought that there should be a central archive for such letters - perhaps held by the Treasurer -- and that copies of all such letters should be received by the co-Chairs, as well.

ITEM 3 Town Day Wrap-Up

- The consensus seemed to be that we had a successful appearance at Town Day and that the art project generated a lot of interest. Prior to today's meeting, Stephanie and Eliza pared down the entrants received for the art card project to approximately 10 cards and each Council member cast a vote. One was selected as the winner and will be used to make the invitation for our grantee reception.
- Becky asked whether, apart from the contact information received on contest submissions, we received contact information from many individuals. It was thought that we received fewer than a dozen additional e-mail addresses. Karin said that she would enter them into our yahoo database.

ITEM 4 Report on Grantwriting Workshop

- Stephanie reported that each grant-writing workshop is unique. At this meeting, which was better attended than our last, only one person had detailed questions about a grant they were working on.
- Stephanie suggested that it might have been helpful to have an overhead projector.
- Wendy indicated that she was surprised so many attendees looked to ACC to connect them to other organizations, venues or local resources. And, Scott suggested that was because there really aren't many other entities that provide this function in town.
- Margaret (Moore) said that it might be a good idea to have a standard format for our grantwriting workshops in the future and to even prepare an Agenda so that people know what will be addressed in advance. Perhaps, she suggested, we could start with a brief introduction and then break down into smaller groups to handle individual project questions.
- It was, further, suggested that it might even be useful to hold the workshop in two stages. Eliza mentioned that some years in the past we have held one workshop on a Wednesday evening and another on a Saturday morning. It was also noted that these workshops have sometimes been less well attended than this year's was.
- Wendy asked which kind of outreach seemed to be most successful in bringing people in for the workshop. It was agreed this was a good question, but the answer wasn't immediately known. Stephanie said she knew one person came in after having seen the poster on display in the library.

ITEM 5 Treasurer's Report/Calculating the Amount Available for Granting

Martha said that she would e-mail a copy of the report to each of the Council Members. She reported the following:

- There will be \$10,630.00 to grant this year. \$9,160 is the allotment we have received from the state this fiscal year. We have a 5% administrative holdback which amounts to \$455.71 which leaves remaining funds at \$8704.29.
- In addition, we have \$1,925.71 in rescinded funds from 2011 (this does not include the Dallin monies which would add an additional \$700.00). These rescinded funds can either be added to the pool of money available to be granted this year, or we may hold it for use next year. Last year we granted over \$11,000 in monies. If we add the Dallin rescinded funds to the pool, we will be up over \$11,000 this year, as well.
- Decisions about how much money we will allot for 2013 grants will be voted on at our deliberation meeting. It was pointed out that we can elect to keep the rescinded funds from both the Dallin grant and from the rescinded Arlington Windows Project (Adria Arch, 2012-13) for use next year.
- Stephanie indicated that we don't have as many proposed projects this year as some years, but people are generally asking for more money than they have previously.
- It was also noted that we have \$2,800.95 in accrued interest. This money could be used for our own projects, but it can also be put towards the general grant pool, if we choose to use it this way.

ITEM 6 Grant Cycle Business

· Fourteen grant applications were received and distributed. There is at least one more application that will be coming (not enough copies were submitted for distribution this night).

· It was suggested that, in future years, we should request that applicants provide a list of all the attachments they have submitted with their applications. This year, the Council went through each grant application noting the attachments and numbering them, as follows:

- 2013-01 Capital Square Business Association No supporting docs
- 2013-02 Arlington Children's Theater: Resumes
- 2013-03 ACA: resumes, commitment letter from MIT mobile lab
- 2013-04 Margaret Moody: resumes, commitment letter from ACA, postcards
- 2013-05 Old Schwamb Mill resumes
- 2013-06 Arlington International Film Festival: poster, photographs, letter from Mass. Office of Travel/Tourism
- 2013-07 True Story Theater: attachment is material from their website, there is no letter of commitment
- 2013-08 Arms Around Arlington: resumes
- 2013-09 Friends of Waldo Park: resumes from two artists, letter of preliminary approval from the Parks and Recreation Department, pictures of tree and design.
- 2013-10 RESS Foundation: attached some material from the Bay State Juvenile Diabetes Society
- 2013-11 Anna Christina: letter of commitment from P. Tassone with performance date of November 8, 2013.
- 2013-12 Gilbert and Sullivan: newsletter attachment. Some kind of school outreach program
- 2013-13 Robbins Library: letter of support from Robbins and from the Executive Director of the Sudanese Education Fund

- 2013-14 ACA Chairful Where you Sit. letter from Town Manager that he will recommend the BOS approve this exhibition again, photos and press release from this year's exhibit

Karin inquired whether there was a problem with some groups submitting more than one grant and it was determined that that was fine as all the grant submissions compete against each other.

Stephanie said that she would send an electronic copy of the grant evaluation to all Council members.

November 7 and November 8th: Presentation Meetings are scheduled to occur from 7 - 8:30 p.m. at the Town Hall, 2nd floor Conference Room. Eliza said she would need to make sure potential grant recipients knew of the change of locale (the presentation meetings were originally scheduled to take place in the Community Safety Building and this is the location mentioned in our guidelines, but it is now expected to be under construction).

There was some discussion about whether we might be able to hold all the presentations on one day, since the number of applicants is not too large. Also, some of the Council members have a conflict for November 8th. In the end, it was determined that Karin would send acknowledgements after the 22nd and proceed to schedule applicants on two days according to the alphabetizing of the applicants last names. If circumstances make it reasonable to consolidate, at some point, that will remain an option.

Becky will contact AnnMarie Casey to ascertain whether the Jefferson Cutter House, which we will use for the Deliberation meeting on November 18th, has a large chalk or white board we can use. She will also ascertain their policy on our having food on the premises.

Stephanie advised that new members should make a point to complete their MCC training, especially before the deliberation meetings. Becky suggested that one of the Chairs would need to enter their names into the system to permit this and Stephanie said she would take care of that.

ITEM 7 New Business

Kurt will follow-up with Walter at ACMI about doing public service announcements and interviews with local artists. A number of other members expressed interest in possibly participating in this as well.

The meeting was adjourned at 9:00 p.m.

Submitted by Rebecca Holmes-Farley, Recording Secretary

Reserved rooms for the following upcoming meetings:

- November 7th and 8th, 7-8:30 p.m.-- Grant Applicant Presentations, Town Hall, 2nd Floor Hearing Room
- November 18th -- Grant Deliberations, 10- 3 pm, Jefferson Cutter House
- December 10th - Robbins Library, 4th Floor Conference Room, 7:30 p.m.

